



21ST CENTURY PROJECT

CONFIGURATION STANDARDIZATION COMMITTEE CHARTER

October 23, 2009

V 1.0

REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	October 23, 2009	TFC-PMO	Final
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APPROVALS	
NAME / ROLE	DATE
TFC Steering Committee	

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1 Purpose

This charter establishes the TFC Configuration Standardization Committee (CSC) for the 21st Century Project (TFC Project) and describes its objectives, functions, membership, and sessions. The CSC is a component of the TFC Governance Plan, which further describes the inter-relationship of the three governance bodies and the Project's decision-making and escalation processes.

2 Authority

The CSC is chartered by the Steering Committee.

3 Mission

The CSC is an advisory committee whose mission is to resolve issues concerning configuration and enhancement of the new system, MyCalPAYS, which may lead to changes in department business processes¹.

4 Objective

The goal of the CSC is to meet department business requirements while limiting enhancements to MyCalPAYS, in order to minimize future maintenance and operations costs. Members serve as champions for the Project within the organizations, committees and forums of which they are members, particularly in the areas of business process or organizational changes that will generate increased efficiency statewide.

5 Functions

The objective is carried out by performing the following functions:

- Conducting meetings to provide guidance on configuration and business process issues, applying the Guiding Principles as listed in the Project Charter
- Seeking opportunities for HR departments and interface partners to standardize business practices, leading to reduced implementation and long-term maintenance costs for MyCalPAYS
- Referring recommended changes to business processes or regulations to the BTC for support
- Escalating issues for resolution to the Steering Committee, if necessary

6 Membership

Members include HR representatives from small, medium, and large HR organizations, business content experts from SCO's Personnel/Payroll Services Division (PPSD), HR policy representatives from DPA and SPB, an IT policy representative from OCIO, and project team members, as shown in Appendix A.

¹ For purposes of this document, the term "department" is represents the agencies, departments, boards, offices and commissions that receive SCO payroll services.

A member may appoint a permanent designee who has authority to make commitments and decisions on behalf of the member. Others may be invited to attend to provide subject matter expertise.

7 Sessions

7.1 Schedule

The CSC meets monthly, and may meet more frequently as agreed. Expected member time commitment, for preparation and a two to four hour meeting, is approximately one day per month.

7.2 Agenda

The Chief, Business Operations or designee chairs the meetings. A typical agenda includes some or all of the following topics:

- Approve minutes and status of action items from previous meeting(s)
- Report status since the last meeting
- Discuss the outcome of issues previously escalated to the Steering Committee and change requests sent to the Change Control Board
- Discuss and provide recommendations on new issues facing the TFC Project
- Review new action items
- Confirm date, time and venue for next meeting

7.3 Recommendation Process

Members attempt to achieve consensus on recommendations, taking into consideration the multiple perspectives represented on the committee. When consensus cannot be achieved during the meeting, majority and dissenting opinions are noted in the minutes. If the CSC is sharply divided on a significant issue, the group may decide to escalate the issue to the Steering Committee.

Within their constituencies, members agree to support the recommendations reached by the CSC.

The State Controller reserves the right to assert final authority over any recommendation that would diminish or interfere with the constitutional duties of the State Controller.

7.4 Issue Escalation

The CSC escalates issues to the Steering Committee that meet the following criteria:

- A recommendation that is likely to result in a change to the Project's scope, schedule or cost
- A significant issue upon which the CSC is sharply divided
- A recommendation to change a state business process or regulation, for which higher level support is needed

7.5 Meeting Support

The Chief, Business Operations works with the Project Manager to set the agenda and prepare materials. The Business Operations unit maintains the CSC Roster, schedules meetings, distributes materials, provides a scribe, tracks action items and posts minutes.

The meeting agenda, status briefing, and any issues or change requests to be reviewed during the meeting are distributed at least three business days before the meeting. Minutes are distributed to all members within one week of the meeting. A copy of the minutes is posted on the project website.

8 Termination

The CSC will remain in existence until disbanded by the Steering Committee.

Appendix A - Members

- State Controller's Office, TFC Project Leadership:
 - TFC Business Operations Chief (Chair)
 - SCO PPSD Chief
 - TFC Project Director
 - TFC Project Manager
 - TFC Technical Operations Chief
- Policy representatives from
 - State Personnel Board
 - Department of Personnel Administration
 - Office of the Chief Information Officer
- One Human Resources representatives from each of the following organizations²:
 - Two Small Departments (TBD)
 - Two Medium Departments (TBD)
 - Two Large Departments (TBD)

² For purposes of this charter, a small HR department is defined as having fewer than 1,000 employees; medium, between 1,000 and 5,000; and large, more than 5,000 employees.